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AGREEMENT BETWEEN

BERGEN COMMUNITY COLLEGE

SUPPORTIVE STAFF ASSOCIATION

AND

BERGEN COMMUNITY COLLEGE

BOARD OF TRUSTEES

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JULY 1, 1978 - JUNE 30, 1981

JULY 1, 1981

UNIVERSITY

AGREEMENT BETWEEN
BERGEN COMMUNITY COLLEGE SUPPORTIVE STAFF ASSOCIATION
AND
BERGEN COMMUNITY COLLEGE BOARD OF TRUSTEES
July 1, 1978 - June 30, 1981

INDEX

	<u>Page</u>	
Article I.	Bargaining Unit	1
Article II.	Understandings Relative to this Document.....	2
Article III.	Negotiations.....	3
Article IV.	Board Rights and Responsibilities.....	4
Article V.	Association Rights and Responsibilities.....	5
Article VI.	Association-Administration Joint Committee.....	7
Article VII.	Hours of Work.....	7
Article VIII.	Summer Hours.....	9
Article IX.	Overtime.....	9
Article X.	Compensatory Time.....	11
Article XI.	Call In Time.....	11
Article XII.	Placement on Salary Schedule.....	12
Article XIII.	Shift Differential.....	14
Article XIV.	Vacancies, New Positions, Transfers and Promotions.....	15
Article XV.	Promotional Increase.....	17
Article XVI.	Termination of Employment.....	17
Article XVII.	Snow Closings.....	18
Article XVIII.	Severance Allowance.....	19
Article XIX.	Benefits.....	20
Article XX.	Meal Allowance.....	21
Article XXI.	Holidays.....	22
Article XXII.	Vacations.....	23
Article XXIII.	Safety and Health.....	25
Article XXIV.	Association Payroll Dues Deduction.....	25
Article XXV.	Non-Discrimination.....	26
Article XXVI.	Service of Notice.....	26
Article XXVII.	Personnel File.....	26
Article XXVIII.	Leaves of Absence.....	28
Article XXIX.	Grievance Procedure.....	34
Appendix A.	Salary Guide.....	39
Addendum to the Agreement.....		41

3. The Board agrees not to negotiate with any member in the bargaining unit individually, or with any organization or group within the bargaining unit other than the Association for the duration of this Agreement.

II. UNDERSTANDINGS RELATIVE TO THIS DOCUMENT

1. The Board agrees that it shall not, during the period of this Agreement, affect changes concerning terms and conditions of employment inconsistent with Chapter 123, P.L. of N.J. 1974 except those that are negotiated and included as a part of this Agreement as amendments. Any such mutually accepted amendments thus negotiated by the parties shall be reduced to writing and executed by both parties and shall become part of this Agreement.

2. The dates of this contract are from July 1, 1978 until June 30, 1981.

3. This Agreement supersedes all previous understandings and agreements between the Association and the Board.

4. If any provision of this Agreement or any application of the Agreement to any member or group of members shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or application of this Agreement shall continue in full force and effect.

5. The Board agrees to duplicate and present copies of this Agreement, within a reasonable time, after signing by both parties, to all Supportive Staff employees, current and future.

6. Whenever the male pronoun is used it is understood to include the female pronoun, unless inappropriate.

7. The parties shall enter into negotiations no later than October 15, 1979 for per cent of general salary adjustment, benefits and grievance procedures to be effective in the third (3rd) year of the contract, unless otherwise agreed to in writing by both parties.

8. The Association agrees that it shall actively work with the College to support all reasonable efforts to increase productivity and reduce costs through all appropriate measures and programs.

9. Department Coordinator classifications will be assigned to the following Departments: Media, Data Processing, Building/Grounds, Purchasing/College Services, Admission/Registration and Library.

III. NEGOTIATIONS

1. The parties shall enter into negotiations no later than October 15th of the date preceding the expiration of this contract, unless otherwise agreed to in writing by both parties.

The Association and the Board agree that negotiations shall proceed in good faith effort on the part of both parties to arrive at an Agreement on salaries, wages and other conditions of employment within the rules as set forth in Chapter 123, P.L. of N.J. 1974.

The Association as well as the Board has the right to make proposals to be considered for inclusion in a successor Agreement.

2. Whenever any representative of the Association is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings which are related to Association matters, he shall suffer no loss in pay, nor be expected to compensate in any way for time spent in carrying out such responsibilities, nor shall he receive extra compensation therefore.

3. Neither the Board nor the Association shall have or exercise control over the selection of the negotiating representatives of the other party, and it is mutually agreed that said representatives shall have all necessary authority to make proposals and make counter proposals during negotiations.

IV. BOARD RIGHTS AND RESPONSIBILITIES

1. The Association recognizes that the Board has the responsibility and the authority to manage and direct in behalf of the public and itself all the operations and activities of the College to the full extent authorized by law. It is understood and agreed that such managerial rights are limited only by the specific provisions of this Agreement and applicable statutes.

V. ASSOCIATION RIGHTS AND RESPONSIBILITIES

1. The Association shall enjoy such rights and privileges as are accorded by this Agreement and by law.

2. The Board agrees that each eligible employee of the College may, on his own volition, have the right to join and support the Supportive Staff Association and its affiliates for the purpose of negotiating salary, wages and other conditions of employment. Further, he may take part in any Association activity for his and the Association's mutual aid without fear of recrimination. It is further agreed that no employee will be discriminated against by reason of his membership in the Association, its affiliates and his activities therein.

3. Duly authorized members of the Association shall be permitted to transact official Association business on College property when such transactions in no way interfere with College business or their scheduled working hours; such permission shall not be arbitrarily withheld.

4. The Association shall supply, at its own cost, all material, stationery and other supplies required for use in carrying on the administrative, financial or operational functions of the Association. College equipment, when not required for College purposes, shall be available for use on campus by the Association.

5. With the prior approval of the President or his designee.

the Association's duly authorized representatives will be permitted use of College facilities for meeting purposes at such time and place as will not interfere with, delay or defer any activity or function of the College.

6. The Association shall be permitted reasonable use of the College internal mail and telephone system. Postage for external mail for Association purposes shall be provided by the Association. All outside calls, local and long distance, for Association purposes shall be paid for by the Association.

7. A bulletin board in the location designated by the President of the College for official Association purposes shall be provided in each campus building.

8. Representatives of the New Jersey Education Association and the National Education Association shall, upon notice to and with the approval of the President or his designee, be admitted to the College during working hours to assist the Association, provided that it shall not interfere with or interrupt normal College operations. Such permission shall not be arbitrarily withheld.

9. The members of the Association are required to adhere to all rules and regulations necessary for the proper administration and conduct of the College. The Association will cooperate with the Administration on this matter for their mutual best interest.

VI. ASSOCIATION-ADMINISTRATION JOINT COMMITTEE

1. This Committee will consist of two members of the Administration and two members of the Association, including the Personnel Director and the Association President. They shall meet the first week of each month, at a time mutually convenient to them and the Association members' supervisors, to review items relating to contract provisions and personnel matters for the purpose of maintaining open communications and minimizing problems.

VII. HOURS OF WORK

1. a.) Normal hours per day for employees working a thirty-five (35) hour week shall be seven (7) hours each day over a period of five (5) days in a given week, exclusive of lunch periods. The normal hours per day for employees working a forty (40) hour week shall be eight (8) hours each day, over a period of five (5) days in a given week, exclusive of lunch period except for those employees assigned to jobs which by their nature require continuous operation; normal hours for such employees (HVAC mechanics, security officers and computer operators) shall be eight (8) hours per day over a period of five (5) days in a given week inclusive of lunch periods. It is understood and mutually agreed that operating needs of a department shall govern the scheduling of shifts. Present work schedules shall remain in effect as far as practical with full

understanding that the operational needs of any given department must be met in considering any proposed changes. The Administration has the right to set hours within the limits as defined above and determine shifts as operational needs dictate for each classification of employee.

b.) Notwithstanding the above, "normal hours" for employees in the classification of plumber and electrician who are on the payroll as of April 6, 1978 will be eight (8) hours per day (five (5) days per week) inclusive of lunch periods. It is mutually understood and agreed that should any of these employees subsequently change classification they shall work the hours which are "normal" for the new classification and that employees added to this classification in the future will have "normal hours" as in "a" above.

2. Employees are required to work the full hours scheduled. Failure to do so will be penalized by pro-rata docking of salary. If an employee is to be late or unexpectedly absent he will make every effort to so notify his supervisor no later than the first one-half hour of his shift.

3. Employees will be allowed two (2) ten (10) minute coffee breaks per day giving full consideration to the operating needs of the Department. It is recognized that this is a privilege and will not be abused.

VIII. SUMMER HOURS

1. Summer hours shall mean that:
 - a. Thirty-five (35) hour employees work a thirty (30) hour week (i.e. five (5) six (6) hour days).
 - b. Forty (40) hour employees work a thirty-five (35) hour week (i.e. five (5) seven (7) hour days).
 - c. The intent of the above is to reduce the "normal" work day by one hour. Should an employee be required to work that hour he will be compensated at his regular straight time hourly rate.
2. Summer hours shall start on the third Monday of June or the Monday following completion of registration for the summer session, whichever is earlier. They shall end on the Sunday prior to Labor Day.
3. The operational needs of the College shall govern in the application of the above hours to the working schedules of individual employees; this will require some staggering of starting times and/or work weeks. Preferences of individual employees will be considered to the extent practical.

IX. OVERTIME

1. Work in excess of seven (7) hours a day (thirty-five (35) hour employees) or eight (8) hours a day (forty (40) hour employees) shall be paid at one and one-half ($1\frac{1}{2}$) times the regular hourly rate

of the employee. Work must be in excess of one-half ($\frac{1}{2}$) hour of continuous work to be counted as overtime and shall be recorded and paid to the nearest quarter hour. Overtime shall be scheduled and worked as required by the Department's needs and authorized in advance by the Department Head.

2. An employee shall be compensated at double time for working the seventh (7th) day of his normal work week, (regardless of whether or not he worked on the sixth (6th) day), New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving or Christmas Day. This shall be computed by adding sixteen (16) hours to the regular forty (40) hour weekly rate; adding fourteen (14) hours to the regular thirty-five (35) hour weekly rate. An employee shall be compensated at time and one-half ($1\frac{1}{2}$) for working on the sixth (6th) day of his normal work week. This shall be computed by adding twelve (12) hours to the regular forty (40) hour weekly rate; adding ten and one-half ($10\frac{1}{2}$) hours to the regular thirty-five (35) hour weekly rate.

3. Opportunities for overtime will be offered as equally as practical by shift and by classification of employees. To the extent practical, regular full-time employees will be given preference over On-Call employees in the scheduling of occasional extra hours.

4. In the Security and Building and Grounds Departments lists of employees by classification will be posted to record overtime

worked and/or declined. Employees will be asked to work in rotational order providing that they are qualified to do the work scheduled; those declining shall so indicate by initialing the list.

X. COMPENSATORY TIME

Extra work authorized for, and performed by regular full time employees may be compensated by allowing equivalent compensatory time at the proper overtime rate. Compensatory time is granted only at the discretion of the Department Head in consultation with the Administrator of Personnel Relations at the time extra work is authorized. The maximum amount of compensatory time permitted in any one contract year, is limited to thirty-five (35) hours for thirty-five (35) hour week employees and forty (40) hours for forty (40) hour week employees. Requests for the use of compensatory time that has accrued, must be in writing and approved by the Department Head and the Administrator of Personnel Relations. Work must be in excess of one-half ($\frac{1}{2}$) hour of continuous work to be counted as compensatory time. Permission to earn and/or use compensatory time shall not be arbitrarily withheld.

XI. CALL IN TIME

Should any employee who has left the premises be called in to work, he shall be guaranteed:

a). Thirty-five (35) hour employees, a minimum of three (3) hours of work.

b). Forty (40) hour employees, a minimum of four (4) hours of work.

The hours of call in time shall be calculated at time and one-half.

Individuals called in prior to the start of their shift who work into their regular shift shall be compensated at one and one-half ($1\frac{1}{2}$) times their hourly rate for time actually worked prior to start of their shift.

XII. PLACEMENT ON SALARY SCHEDULE

1. For the period beginning July 1, 1978 and July 1, 1979, employees will be compensated in accordance with the salary guide in Appendix A. As of July 1, 1979 and July 1, 1980 the salary guide will be adjusted upwards by one-half ($\frac{1}{2}$) of the percent of the general salary adjustment.

2. Effective July 1, 1978 the salary of each employee with a full year of active employment since the prior July 1st will be adjusted upward by nine percent (9%) not to exceed the maximum for the particular job classification. Effective July 1, 1979, the salary of each employee with a full year of active employment since the prior July 1st will be adjusted upward by seven percent (7%), not to exceed the maximum for the particular job classification. Adjustments for those employees with less than a full year of active employment will

be partial as follows:

8 months or more	100%
6 months, but less than 8 months	75%
4 months, but less than 6 months	50%
2 months, but less than 4 months	25%
Less than 2 months	-0-

Additional adjustments, not to exceed the maximum for the particular job classification, may be made at the discretion of the Administration with the mutual agreement of the Association.

3. In the event that an employee is required to work at a higher level position than the one for which said employee was engaged, the employee shall, after five (5) weeks in the higher level position, be compensated at the higher rate until the position is permanently filled. Shift differentials shall be paid to employees who are asked to change their shifts for a period in excess of one (1) week. If an employee is asked to change his shift for the convenience of the College on a day to day basis, and said day to day continuous basis exceeds one (1) week, he shall be paid shift differential on a retroactive basis to the first day.

4. An employee will be told, when hired, that Saturday or Sunday may be part of said employee's regularly scheduled work week. If an employee's work schedule involves either Saturday or Sunday or both, his schedule will be arranged to afford him two (2) consecutive days off during the week, whenever possible. In a multi-employee

situatiion, the employees shall be given the opportunity to work out work schedules, subject to the approval of the Department Head, sharing work on weekends or whatever other hours are required for the welfare of the College. In the absence of an agreement on the part of the employees, assignments to such hours shall be made by the Department Head. He shall give primary consideration to employees with seniority.

5. Notwithstanding, the reference to salary maximums in "2" above, no employee shall receive an adjustment to base salary of less than nine percent (9%) on July 1, 1978 or less than seven percent (7%) on July 1, 1979. Red circle rates thereby created will be maintained until such time as the maximum for the employee's classification exceeds the employee's base salary.

6. Employees who have completed ten (10) years of continuous service shall receive a one-time payment of \$400.00 in the month following the month in which they complete the ten (10) years. Employees with continuous service dating from June 30, 1970 or earlier shall continue to have the \$100.00 increment added to their annual base salary.

XIII. SHIFT DIFFERENTIAL

Full time employees shall be compensated with a differential payment for working outside of the regular day schedule as follows:

1st Shift	No differential
2nd Shift	\$450.00 per year
3rd Shift	\$800.00 per year
Rotating 1st and 2nd Shift	\$225.00 per year
Rotating 1st, 2nd and 3rd Shift	\$450.00 per year
Rotating 2nd and 3rd Shift	\$625.00 per year

XIV. VACANCIES, NEW POSITIONS, TRANSFERS AND PROMOTIONS

1. Notice of all vacancies in Supportive Staff positions shall be posted by the Administrator of Personnel Relations on the Personnel Bulletin Board and all Supportive Staff Bulletin boards. Promotional vacancies will be filled from within to the extent practical.

2. The notice shall be posted for five (5) work days and employees interested therein must submit a written application stating their qualifications to the Administrator of Personnel Relations within the aforementioned five (5) work days. The notice shall state salary range, title, department, summary of job description, hours and shall be posted on designated Bulletin boards.

3. All applicants shall be considered and those who meet the qualifications for the posted position will be interviewed. All applicants will be given a reply to their application when the

position is filled. No position shall be filled until all properly submitted applications have been considered. The selection process will be completed within ten (10) working days of the expiration date of the postings; this time limit may be extended by mutual agreement. The successful applicant may not reply to another posting until having served at least one (1) year in the new position.

4. The Administrator of Personnel Relations and the Head of the Department having the open position shall rate the qualifications and abilities of employees who apply and, in the event two (2) applicants are of equal experience and ability, as determined by the Administrator of Personnel Relations, the applicant with the greater seniority shall be awarded the job. When qualifications are equal seniority shall prevail in matters of shift change, layoff and recall.

5. Employees desiring a change in employment shall make their request in writing to the Administrator of Personnel Relations. If there are no vacancies available at that time, consideration shall be given to the individuals requesting transfer when positions become available.

6. Requests for transfer or promotion shall be kept on file in the office of the Administrator of Personnel Relations for continual consideration for future vacancies until the office is notified, in writing, by an applicant that the request should be withdrawn.

7. If departmental needs require the upgrading of an existing position, the incumbent in the position in question will be given first consideration for the promotion.

XV. PROMOTIONAL INCREASE

Upon promotion an employee shall receive a promotional increase of five percent (5%) but in no case less than \$400.00; the new salary may not exceed the maximum of the new position. Reclassification of an employee to a position with a salary maximum of at least \$500.00 in excess of the salary maximum of his former position will be considered a promotion.

XVI. TERMINATION OF EMPLOYMENT

1. An employee who is resigning from his position shall give a two week written notice to his immediate Department Head and the Administrator of Personnel Relations. Failure to give the required notice in writing shall cause the employee to have deducted from his accrued vacation time one day of earned pay for each day the notice of termination is late.

2. Earned vacation shall be paid according to the proportion of full months worked to the total contract year upon proper notification of termination, providing the employee has worked a minimum of six (6) months.

3. Violation of College rules and regulations or poor performance may result in disciplinary action. Except in extreme cases disciplinary measures will be progressive in order to convince the employee of the seriousness of the situation and the importance of correcting his behavior. The normal progression of actions, depending on the seriousness of the offense and the prior record of the employee, will be as follows:

- a. Verbal warning
- b. Written warning

- c. Suspension without pay (maximum two (2) weeks.)
- d. Discharge

When an employee is disciplined he will be given a reasonable period in which to correct his behavior or face further disciplinary action.

4. An employee being dismissed may appeal this action through the regular grievance procedure. The Administration and the Association mutually agree to expedite such a grievance in order to process it to its final conclusion within two (2) weeks of its initiation. Notwithstanding the above, the dismissal of a probationary employee for cause is not grievable.

XVII. SNOW CLOSINGS

1. When it is necessary to close the College because of heavy snow this decision will be announced on the appropriate designated radio stations. To the extent practical, employees at home will also be notified by a phone "snow chain".

2. In order to maintain essential services the following classifications of employees are required to work their normal schedule during the period of the closing:

- a. Custodians
- b. Groundsmen
- c. HVAC Mechanics
- d. Security Officers

Employees in the above classification who do not fulfill

this obligation will be charged personal days for the time involved. (If personal days are exhausted, vacation days will be charged).

3. Employees required to work during the period of a snow closing will be paid two (2) times their regular hourly rate; (i.e. an employee working his regular schedule will be paid an extra hour for each hour worked).

4. The President or his designee will establish the start time and end time of the snow closing.

XVIII. SEVERANCE ALLOWANCE

Should it be necessary for the College to terminate or lay off any employee in the Supportive Staff because of financial exigency, or bona fide discontinuance of a program or department of instruction, the employee concerned shall be given notice as soon as possible. The terminated employee shall receive one (1) week's pay for each year of service to a maximum of fifteen (15) weeks. Before terminating an employee because of discontinuance of a program or department of instruction, the College will make every effort to place the employee in another suitable position.

Reduction of force shall be made in inverse order of their seniority (least senior member first) provided that employees with greater seniority are capable of performing the available work as scheduled.

XIX. BENEFITS

1. The Board agrees to provide each employee, at its own cost and expense, with full family Blue Cross, Blue Shield, Rider "J" and Major Medical Insurance.
2. An employee shall not forfeit any sick leave or personal leave for absence due to a job-connected disabling injury which is covered by Worker's Compensation Insurance. The College agrees to continue his salary and benefits subject to reimbursement by the employee, following the Worker's Compensation awards, to the amount of such award; this continuation shall cease when the employee returns to work or reaches the maximum allowable number of weeks of benefit under the Worker's Compensation Law, whichever occurs first.
3. Full time employees who have a minimum of two (2) years of active full time employment with the College, as of the first class day of the course being attended, shall be accorded the privilege of having their dependent children who are residing in their home, attend Bergen Community College. Such dependent children of eligible full time employees may attend Bergen Community College courses for credit without payment of tuition fee, provided such dependent children shall be subject to all rules and regulations, including admission requirements, as regular students of the College.

Full time employees and their spouses will be permitted to take up to six (6) credits per semester, tuition free, at Bergen

Community College with enrollment in any classes at Bergen Community College for which they meet entrance requirements and provided space is available.

4. Those employees who take special job-related courses authorized in writing by their Department Head will be reimbursed for the following expenses upon presentation of proof of successful completion of all courses and submission of appropriate receipts:

- a. Tuition
- b. Fees (including licenses if required by the College.)
- c. Books
- d. Mileage and tolls.

Successful completion of the course shall be noted in the employee's personnel file.

5. The College shall continue its existing policy of providing uniforms to employees working in the Security and Building/Grounds Departments. Employees so provided shall wear the uniforms while on duty.

XX. MEAL ALLOWANCE

Any employee who works more than three (3) continuous hours prior to or following his regularly assigned shift shall be provided with a cafeteria meal chit or paid a meal allowance of four dollars (\$4.00). The payment of a meal allowance is for continuous work only

(a one (1) hour interruption shall be considered continuous) and does not apply to call in time worked. An employee who receives the cash allowance must "clock out" for his meal break; an employee who receives the meal chit will not clock out but will be limited to one-half ($\frac{1}{2}$) hour for his meal break. Notwithstanding the above, meal chits or cash allowance will be provided to all employees who are required to work registration regardless of the length of time actually worked.

XXI. HOLIDAYS

1. Each employee shall be entitled to fourteen (14) holidays for each contract year.

2. Eight of these shall be taken as follows:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas Day
6. New Year's Day
7. Good Friday
8. Memorial Day

3. The remaining six (6) holidays will be incorporated into the academic calendar established by the President, as follows:

a. In a contract year in which the College is to be closed during the Christmas break, the four (4) working days between Christmas and New Years will be designated as holidays.

b. In a contract year in which the College is not to be closed during the Christmas break, the four (4) working days between Christmas

and New Years and four (4) days during the Easter break will be designated as "Split Holidays" with approximately half of the employees taking each period. In determining which employees will take the Christmas period and which will take the Easter period, the operating needs of the College will govern; however, every effort will be made to honor the individual employee's choice.

c. The remaining two (2) holidays will be scheduled in accordance with the operating needs of the College and the academic calendar; in selecting these two days preferences expressed by the Association will be considered.

4. Additional holidays may be had in accordance with the academic calendar on the days that the academic calendar indicates the College is closed. Scheduling of holidays must be with due consideration for the operating needs of the various departments of the College.

5. When an employee is required to work on a holiday other than one of the eight (8) listed in "2" above, he will be compensated with an alternate day off on a day for day basis.

XXII. VACATIONS

1. Vacation entitlement for a calendar year shall be determined by the length of the employee's active employment as of July 1st of that year.

2. Employees with less than a full year of active employment as of July 1st shall receive one (1) vacation day for each full month

of active employment prior to that date; employment on or before the 15th of the month shall be considered a full month.

3. Employees with one or more full years of active employment as of July 1st shall receive the following vacation:

1 year	-	12 days
3 years	-	13 days
4 years	-	14 days
5 years	-	15 days
6 years	-	16 days
7 years	-	17 days
8 years	-	18 days
9 years	-	19 days
10 years	-	20 days

4. An employee who leaves before completing six (6) months of active employment shall receive no vacation credit. An employee who resigns before the end of a given month shall receive no credit for that month. An employee who takes a Leave of Absence (Medical, Maternity, or "other") shall have his vacation entitlement prorated to reflect his months of active employment between July 1st of the preceding calendar year and June 30th of the current calendar year.

5. Vacations shall be scheduled with due consideration for the operating needs of the Department; however individual requests will be considered to the extent practical. If it should be necessary to choose between employees in arranging the Department schedule, seniority shall rule.

XXIII. SAFETY AND HEALTH

The Board and the Supportive Staff Association recognize the importance of safety provisions for the welfare of the Supportive Staff and for the protection of College property and both the parties recognize their mutual interest to assist in the prevention, correction and elimination of all unhealthy and unsafe working conditions and practices.

The College shall continue to make reasonable provisions for the safety and health of the employees during the hours of their employment and the Supportive Staff Association shall cooperate in maintaining the College's rules regarding health and safety which shall include the observation of safe working procedures throughout the College, and exercising due care at all times.

No employee shall be expected to perform work under conditions which are in violation of safety and health rules established by the College or any local, State or Federal health and safety laws.

Employees shall immediately report all injuries, no matter how slight, suffered by them in connection with their employment to the Medical Office.

XXIV. ASSOCIATION PAYROLL DUES DEDUCTION

The Board agrees to deduct from the pay of all employees covered by this Agreement, who authorize such deductions from their salary in writing, such Association dues and fees as may be uniformly assessed

by the Association. Revocation of this authorization must likewise be in writing and must be received by September 1st to be effective in the current fiscal year. The Association shall notify the College in writing of any change in dues and/or fees; such notice must be received by September 1st to be effective in the current fiscal year.

Remittance of such funds shall be made to the Treasurer of the Association for any month, together with a list of the names of members from whose salary such deductions have been made, not later than the 15th of the following month, whenever possible.

XXV. NON-DISCRIMINATION

The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, age, religion, national origin, sex, domicile, marital status or political affiliation.

XXVI. SERVICE OF NOTICE

Whenever formal communication is required to be given by either of the parties to this Agreement to the other, either party shall do so by registered letter or by hand delivery, with a signed return acknowledgement of receipt thereof.

XXVII. PERSONNEL FILE

1. The official personnel file on each employee shall be

maintained in the office of the Administrator of Personnel Relations. Any employee may make a request, in writing to see his personnel file. However, before the file is made available to the employee, all references not generated by the College will be removed from the file. An Association representative may accompany the employee at the time the file is examined. The file should not be removed from the Personnel Office by the employee.

2. Except for a) References and other confidential information b) Confidential material relating to the discharge of an employee, no other material shall be placed in the employee's personnel file until he has been given the opportunity to read the contents and attach any comments he may so desire. All such material shall be initialed by the employee before being placed in his file as evidence of his having seen the same. This initialing shall not be deemed to constitute approval by the employee of the contents of the material. If the employee refuses to initial any material after having been given an opportunity to read the same, a statement to that effect, witnessed by a second party should be affixed to the document.

3. If an employee feels certain material within the file should be deleted, he may ask for a review of his file. If the Administrator of Personnel Relations is in agreement with the employee regarding the elimination of certain material, then it shall be destroyed immediately in the presence of the employee.

4. If a Department File exists or if any material pertinent to an employee's file exists elsewhere, but is not part of the official Personnel File, this material shall not be used against the employee unless the employee has prior knowledge of the documentation and has had an opportunity to initial same.

XXVIII. LEAVES OF ABSENCE

1. SICK DAYS

During the first contract year (full or partial) of employment, each employee shall be allowed one (1) sick day per month for each month of active employment during said year. Any employee on the job on or before the 15th of the month, shall be allowed one (1) sick day for said month. At the beginning of each contract year (July 1 through June 30) after the completion of the aforesaid first contract year (full or partial), each employee shall be allowed fifteen (15) additional sick days for a full year of active employment; for less than a full year (i.e. employee on leave) the sick day allowance shall be prorated in accordance with the number of months of active employment. All sick leave shall be calculated on a bank arrangement, i.e., an employee starts work on August 12, said employee shall have eleven (11) sick days during the period through June 30. Should this employee become ill for six (6) days in September, since said employee would have earned only two (2) sick days, the employee would owe the bank four (4) sick days. Should

said employee terminate employment with the College prior to earning sufficient time to cover the advance from the bank, said employee would be financially penalized for the number of days outstanding. Unused sick leave is accumulated from year to year; maximum fifteen (15) days each year. Sick leave may be used for the employee's illness or a sick dependent. Any employee may be asked to produce a doctor's certificate if absent for more than three (3) consecutive working days. The College shall advise each employee, in writing as to the amount of accumulated sick leave time on or before June 30th of each year.

An employee shall be allowed a maximum of four (4) days which shall not be charged against sick leave provided the employee meets part (minimum one and one-half ($1\frac{1}{2}$) hours) of his obligation on said days.

Upon termination, except for cause, after an employee's fifty-fifth (55th) birthday or after fifteen (15) years of active employment the employee shall be paid for one-half ($\frac{1}{2}$) of his unused accumulated sick days at a daily rate based upon the employee's salary at the time of termination up to a maximum payment of \$12,000.00. In the event of an employee's death prior to termination, regardless of age or length of service, his beneficiary (s) shall be paid one-half ($\frac{1}{2}$) of his unused sick days calculated as above.

2. BEREAVEMENT DAYS

Four (4) working days for a death in the immediate family.

Immediate family is defined as father, mother, sister, brother, child, spouse, grandchild, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

One (1) working day shall be allowed for a death of other family members.

3. JURY DUTY DAYS

When an employee receives a subpoena for jury duty, he must present the notice to his supervisor immediately. An employee on jury duty is expected to report to work when he is not actively serving as a juror, provided he has been excused by the judge or other duly authorized court official. When an employee is serving on jury duty, he shall be paid the difference between his base pay earnings, including any applicable shift premium, and his jury pay. A certification of the number of days actually spent by an employee on jury service must be obtained from the appropriate court official and submitted to the College.

4. MILITARY LEAVE

Any employee inducted into the Armed Forces of the United States during the period of this Agreement shall have the right to reinstatement to his former position at the termination of such service, provided that within ninety (90) days of receiving an honorable discharge from such Armed Forces, the employee applies to the College for reinstatement. Time spent in military service shall be treated as

a leave of absence during which time an employee will not be entitled to any form of compensation but he may accumulate seniority.

The College shall pay to employees who are called into the Armed Forces of the United States for annual two-week periods of active duty for training, the difference between their military pay for such periods and their pay from the College for two weeks of a regular work schedule. The College will respect all other rights of such employees in accordance with applicable state and federal statutes. An employee returning from Military Leave, shall be placed on a salary schedule at the level he would have achieved had he not been absent on Military Leave.

5. MEDICAL LEAVE

An employee in the Supportive Staff may be granted a leave of absence without pay for a period of up to two (2) years for medical reasons. Said leave may be granted for a period of up to six (6) months by the Board of Trustees. If additional leaves are required, they may be granted, but the total of such leaves shall not exceed two (2) years. Said employee shall be asked to present a doctor's certificate in support of this request. Said employee may be required to take a physical examination with a physician chosen by the College; in such an event the College will pay for the physician's services. The employee may not be gainfully employed during this period. During

the period of the leave, the College will continue to pay all health benefits within the limits prescribed by law and in compliance with the rules of the State of New Jersey, Division of Pensions. The employee shall be required to present a doctor's certificate indicating that said employee is physically able to return to work; he may be required to take a physical examination with a physician of the College's choosing to substantiate his fitness, in which case the College will pay for the physician's services. Upon return, said employee shall be placed in a position and at a salary as close as practical to his position and salary prior to commencing the leave. Time on leave is excluded from "active employment" but included in seniority.

6. OTHER LEAVES OF ABSENCE

Upon written request to the employee's Department Head and the Administrator of Personnel Relations, the Board of Trustees may grant a leave for up to six (6) months. An employee shall have been employed for at least two (2) years at the College before said leave is granted. When required, an extension of this leave may be granted for a period of an additional six (6) months. The employee may not be gainfully employed during this period. Should an employee fail to return promptly after said leave of absence has expired, said employee may be considered to have resigned from the position at the College. Such resignation is not considered to be in good standing.

This leave shall be without pay and neither retirement nor

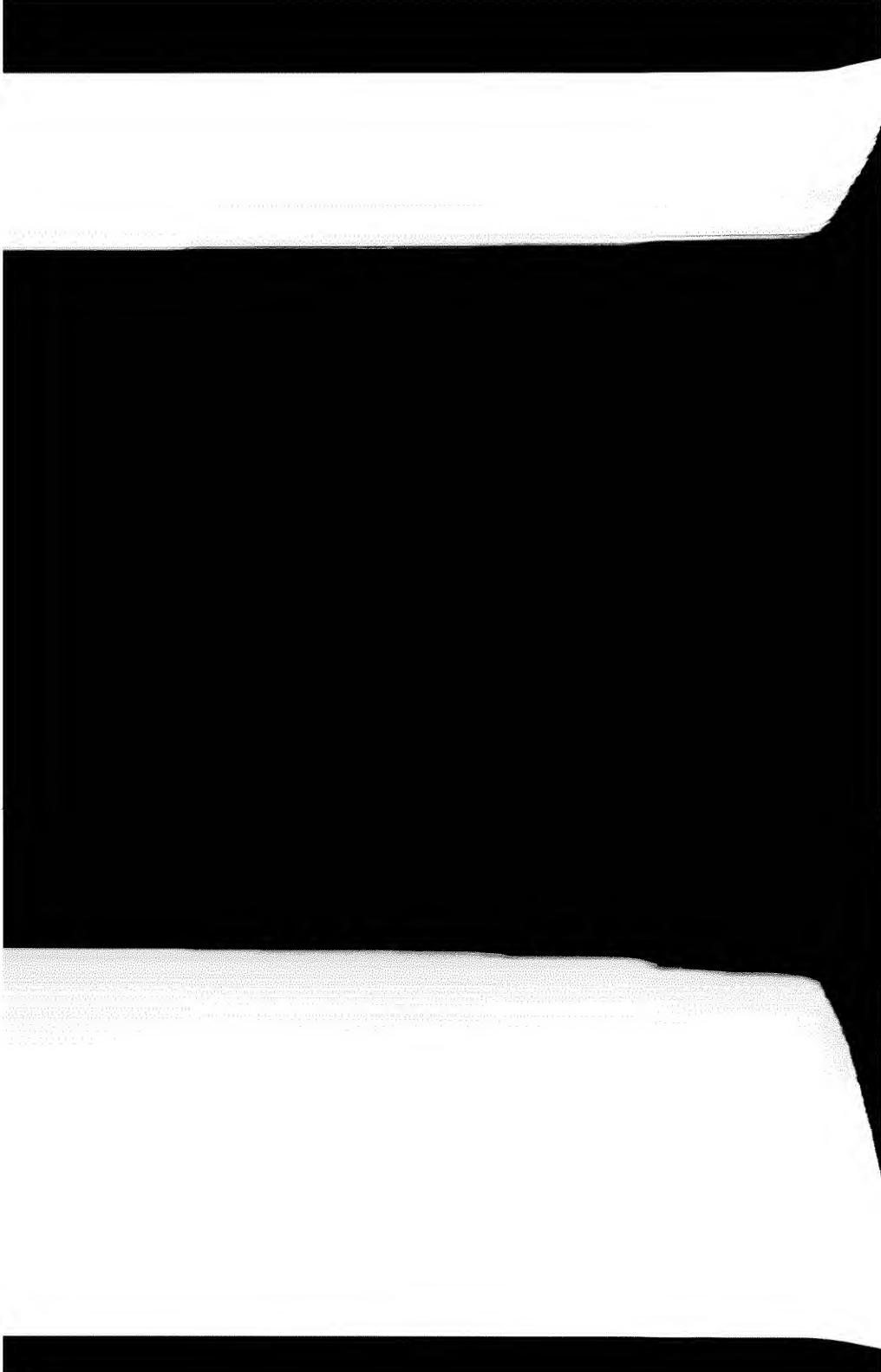
salary increase nor any other benefits shall be granted during the period of the leave. Upon return said employee shall be placed in a position and at a salary as close as practical to his position and salary prior to commencing the leave. Time on leave is excluded from "active employment" but included in seniority.

7. MATERNITY LEAVE

After two (2) years of continuous employment with the College, a female employee shall be entitled to maternity or adoption leave for a period of up to one (1) year, without pay, commencing on the date specified by the attending physician or adoption agency. The leave may be extended by application of the employee to the Board of Trustees for additional periods of up to one (1) year, not to exceed a total leave of two (2) years. The employee may not be gainfully employed during this period.

Retirement benefits and medical benefits shall be granted during the period of maternity/adoption leave in conformity with the laws and rules and regulations established by the appropriate State Departments.

An employee returning from a maternity/adoption leave shall be required to give one month's written notice of a desire to return to work. Upon return said employee shall be placed in a position and at a salary as close as practical to her position and salary prior to commencing the leave. Time on leave is excluded from "active employment" but included in seniority. Employees may elect to use sick leave in any combination with maternity/adoption leave.



salary increase nor any other benefits shall be granted during the period of the leave. Upon return said employee shall be placed in a position and at a salary as close as practical to his position and salary prior to commencing the leave. Time on leave is excluded from "active employment" but included in seniority.

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Retirement benefits and medical benefits shall be granted during the period of maternity/adoption leave in conformity with the laws and rules and regulations established by the appropriate State Departments.

An employee returning from a maternity/adoption leave shall be required to give one month's written notice of a desire to return to work. Upon return said employee shall be placed in a position and at a salary as close as practical to her position and salary prior to commencing the leave. Time on leave is excluded from "active employment" but included in seniority. Employees may elect to use sick leave in any combination with maternity/adoption leave.

8. PERSONAL LEAVE

Special leave for personal needs of not more than three (3) working days a year may be granted with pay by the President or his designee. If an employee uses two (2) days or less during the contract year, one day shall be added to the employee's vacation entitlement as of June 30th of that year.

Personal leave may be granted to a maximum of three (3) days without pay to not more than two (2) Association members to attend conferences of affiliates of the Supportive Staff Association.

Request for permission for such leave must be made in writing to the Administrator of Personnel Relations, through the member's Department Head at least five (5) days in advance of such requested leave.

XXIX. GRIEVANCE PROCEDURE

1. INTENT

The College and the Association agree that they will use their best efforts to encourage the informal and prompt settlement of complaints and grievances which may arise between the Association, its employees and the College. Nothing herein shall prevent employees from discussing problems privately with their supervisors in an attempt to resolve them.

2. DEFINITION

A grievance is an allegation by an employee or the Association that there has been a misinterpretation, misapplication or violation

of the terms of this Agreement or an arbitrary or discriminatory action by the College affecting a term or condition of employment.

3. PROCEDURE

a. Step One

Within fifteen (15) working days after the occurrence giving rise to a grievance is known or should have been known the employee shall discuss the grievance informally with his immediate supervisor with the object of resolving the matter informally.

b. Step Two

If, within ten (10) working days following the initial discussion (Step One), the grievance has not been resolved to the satisfaction of the employee, he may formally submit to the Administrator of Personnel Relations a written grievance on the proper form. Within ten (10) working days after receiving the written grievance the Administrator of Personnel Relations shall render a written report of the disposition of the grievance to the grievant.

c. Step Three

In the event the grievant is not satisfied with the disposition of the grievance at Step Two, he may, within fifteen (15) working days after receipt of the disposition of Step Two, refer the grievance to the President. The President, or his designee, shall conduct a hearing on the grievance appeal. The President shall render his report and decision on the grievance appeal within twenty

(20) working days from his receipt of the grievance. Copies of the President's decision shall be given to the grievant and the Association.

d. Step Four

i. If the employee is not satisfied with the disposition of his grievance by the President, he may request in writing that the Association submit his grievance to advisory arbitration. If the Association desires to submit the grievance to arbitration, it must do so within twenty (20) working days after receipt by the Association of the Step Three decision of the President of the College.

ii. The Association and the College shall jointly request a list of arbitrators from the American Arbitration Association and the matter shall proceed in accordance with the rules and regulations of the American Arbitration Association in the selection of an arbitrator.

iii. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and recommendations on the issues submitted. The arbitrator shall be without power or authority to add to, alter, amend or modify the terms of this Agreement and without authority to make any recommendations which require the commission of an act prohibited by law. The arbitrator shall also be bound by the laws of the State of New Jersey and of the United States and decisions of the Commissioner of Education and the State Board of Higher Education.

iv. The costs for services of the arbitrator, including

per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of hearing room shall be borne equally by the College and the Association. Any other expenses incurred shall be paid by the party incurring same.

v. Upon receipt of the arbitrator's recommendations, representatives of the College and the Association shall meet to review them and determine what further action is appropriate under the particular circumstances.

e. If the College or its representatives fail to respond at any step of the grievance procedure within the time limits, the grievant or the Association will have the option of requesting an immediate response or moving the grievance to the next step of the procedure. Failure of the grievant and/or the Association to respond within the time limits shall be deemed to be an acceptance of the College's decision.

f. The time limits set forth in the procedure may be extended by mutual agreement.

g. Any aggrieved person may be represented at all stages of the grievance procedure by himself or, at his option, by a representative of the Association.

h. All conferences and hearings conducted under this grievance procedure shall be conducted in private and shall be limited to the parties in interest, their representatives, and a witness, during the course of his testimony.

IN WITNESS WHEREOF, the parties hereto have hereunto
set their respective hands and seals this Fourteenth day of
June, 1978.

Ruel H. Lai
Witness

BERGEN COMMUNITY COLLEGE

By: William J. Kilkenny
Chairman of the Board of Trustees

Lorraine J. H. Lai
Witness

BERGEN COMMUNITY COLLEGE
SUPPORTIVE STAFF ASSOCIATION

By: Elna Greer
President, Bergen Community College
Supportive Staff Association

APPENDIX A - SALARY GUIDE - (35) HOUR EMPLOYEES

	S A L A R Y R A N G E S
	J U L Y 1 9 7 8 - J U N E 1 9 7 9 J U L Y 1 9 7 9 - J U N E 1 9 8 0
<u>Secretarial/Clerical Classifications</u>	
Administrative Secretary	9,000 - 13,500
Executive Secretary	8,200 - 12,200
Office Assistant	6,400 - 9,500
Office Clerk	5,700 - 8,500
Secretary	6,700 - 10,000
Senior Office Assistant	7,000 - 10,500
Senior Office Clerk	6,400 - 9,500
Senior Secretary	7,400 - 11,000
<u>Data Processing Classifications</u>	
Data Entry Control Clerk	7,400 - 11,000
Data Entry Operator	6,400 - 9,500
Junior Data Entry Operator	5,700 - 8,500
Junior Programmer	9,400 - 14,000
Programmer	10,700 - 16,000
Senior Data Entry Operator	7,000 - 10,500
<u>Financial Classifications</u>	
Bookkeeper	7,200 - 10,700
Bursar Assistant	8,400 - 12,500
Head Bookkeeper	7,600 - 11,400
Payroll Assistant	7,300 - 10,900
Payroll Supervisor	9,000 - 13,500
<u>Miscellaneous Classifications</u>	
Buyer	9,400 - 14,000
Department Coordinator	8,200 - 12,200
Inventory Control Clerk	7,200 - 10,800
Mail Room Supervisor	8,700 - 13,000
Mail/Stock Clerk	6,500 - 9,700
Offset Pressman	7,200 - 10,800
Senior Offset Pressman	7,900 - 11,800
Senior Word Processing Operator	7,900 - 11,800
Stock Room Supervisor	7,400 - 11,000
Switchboard Operator	6,300 - 9,400
Word Processing Operator	7,200 - 10,800

APPENDIX A - SALARY GUIDE - (40) HOUR EMPLOYEES

<u>Security Classifications</u>	S A L A R Y	R A N G E S
	July 1978-June 1979	July 1979-June 1980
Security Clerk	7,200 - 10,800	7,500 - 11,200
Security Officer	7,200 - 10,800	7,500 - 11,200
Security Sergeant	8,600 - 12,800	8,900 - 13,200
<u>Buildings & Grounds Classifications</u>		
Custodian	7,200 - 10,800	7,500 - 11,200
Electrician	10,700 - 16,000	11,100 - 16,600
Groundsman	7,200 - 10,800	7,500 - 11,200
Head Groundskeeper	10,100 - 15,100	10,500 - 15,600
HVAC Mechanic A	10,700 - 16,000	11,100 - 16,600
HVAC Mechanic B	9,600 - 14,300	9,900 - 14,800
HVAC Mechanic C	8,400 - 12,600	8,700 - 13,000
Maintenance Repairman	8,400 - 12,600	8,700 - 13,000
*Master Plumber	10,700 - 16,000	11,100 - 16,600
Working Foreman (Custodian)	8,600 - 12,800	8,900 - 13,200
Working Foreman (Maintenance)	10,100 - 15,100	10,500 - 15,600
<u>Data Processing Classifications</u>		
Computer Operator	7,400 - 11,000	7,700 - 11,400
Senior Computer Operator	8,400 - 12,500	8,700 - 12,900

Leadmen and Back Hoe Operator to receive a differential of \$.75/hr. when serving in those capacities.

*Master Plumber to receive differential of \$800/yr. as permanent leadman.

Addendum to the Agreement between the Bergen Community College Board of Trustees and the Bergen Community College Supportive Staff Association Dated July 1, 1978 - June 30, 1981.

The Bergen Community College Board of Trustees and the Bergen Community College Supportive Staff Association entered into an Agreement from July 1, 1978 - June 30, 1981. Item 7 of Article II of the Agreement provides for salaries, benefits and grievance procedures to be negotiated for the third year of the Agreement.

Negotiations have taken place and agreement has been reached on the new and modified language that follows:

Article VII - Hours of Work
Item 1 b has been deleted.

Article VIII - Summer Hours
The second sentence of Item 2 has been modified as follows:

Normal hours of work will resume on the Monday prior to Labor Day.

Article IX - Overtime

Item 1. Work in excess of seven (7) hours a day up to eight (8) hours a day shall be paid at straight time. Work in excess of eight (8) hours a day shall be paid at one and one-half ($1\frac{1}{2}$) times the regular hourly rate of the employee. Work must be in excess of one-half ($\frac{1}{2}$) hour of continuous work to be counted as overtime and shall be recorded and paid to the nearest quarter hour. Overtime shall be scheduled and worked as required by the Department's needs and authorized in advance by the Department Head.

Notwithstanding the above, employees working a scheduled registration, referenced in the College calendar, will be paid at one and one-half ($1\frac{1}{2}$) times their regular hourly rate for the eighth hour.

Change of registration in excess of three (3) hours over and above normal hours, which is not on the College calendar, will be considered a registration for the purpose of overtime.

Article X - Compensatory Time

Extra work authorized for, and performed by regular full time employees may be compensated by allowing equivalent compensatory time at the proper overtime rate. Compensatory time is granted only at the discretion of the Department Head and in consultation with the Executive Assistant to the President - Personnel Services or his designee at the time extra work is authorized. The maximum amount of compensatory time permitted in any one contract year, is limited to forty-two (42) hours for thirty-five (35) hour week employees and forty-eight (48) hours for forty (40) hour week employees. Requests for the use of compensatory time that has accrued, must be in writing and approved by the Department Head and the Executive Assistant to the President - Personnel Services or his designee. Work must be in excess of one-half ($\frac{1}{2}$) hour of continuous work to be counted as compensatory time. Permission to earn and/or use compensatory time shall not be arbitrarily withheld.

Article XII - Placement on Salary Schedule

Item 1 - For the period beginning July 1, 1980 employees will be compensated in accordance with the salary guide in Appendix A-1.

Item 2 - Effective July 1, 1980 each employee whose salary as of June 30, 1980 is within the salary range for July 1979 - June 1980 shall receive an Eleven Hundred Dollar (\$1,100.00) salary adjustment if the adjusted salary does not exceed the maximum of the July 1980 - June 1981 salary range for the particular job classification.

An employee whose salary as of June 30, 1980 is within the salary range for July 1979 - June 1980 shall receive a Nine Hundred and Fifty Dollar (\$950.00) salary adjustment if the adjusted salary exceeds the maximum of the July 1980 - June 1981 salary range for the particular job classification.

An employee who received the Nine Hundred and Fifty Dollar (\$950.00) salary adjustment who is still not at the maximum of the July 1980 - June 1981 salary range for the particular job classification shall receive an additional salary adjustment of up to One Hundred and Fifty Dollars (\$150.00) but not to exceed the maximum of the July 1980 - June 1981 salary range for the particular job classification.

An employee whose salary as of June 30, 1980 is over the maximum of the salary range for July 1979 - June 1980 shall receive an Eight Hundred Dollar (\$800.00) salary adjustment if the adjusted salary exceeds the maximum of the July 1980 - June 1981 salary range for the particular job classification.

Items 5 & 6 have been modified as follows:

Item 5 - Red circle rates will be maintained until such time as the maximum for the employee's classification exceeds the employee's base salary.

Item 6 Effective July 1, 1980 employees who have completed ten (10) years of continuous service shall receive a \$200.00 longevity increase effective the July 1st, October 1st, January 1st or April 1st following the calendar quarter in which they complete the ten (10) years. Employees with continuous service dating from June 30, 1970 or earlier shall continue to have the \$100.00 increment added to their annual base salary.

Item 7 is new language.

Item 7 - Effective the first of the month following the completion of eight (8) full months in the following position titles, a Junior Data Entry Operator, Data Entry Operator, Senior Data Entry Operator, Computer Operator or Senior Computer Operator, may, after having successfully served in that position, receive a \$400.00 salary adjustment and will be appointed to the position title of Junior Data Entry Operator II, Data Entry Operator II, Senior Data Entry Operator II, Computer Operator II or Senior Computer Operator II as is appropriate.

Article XII (Item continued)

Employees with Data Entry Operator or Computer Operator position titles may be considered for an initial reclassification after eight (8) months of full time employment with future reclassifications being given consideration after six (6) additional months of full time employment.

Article XVII Snow Closings

Item 2 - The last sentence of the paragraph is modified as follows:

Employees in the above classification who do not fulfill this obligation will be charged vacation days for the time involved.

Article XIX Benefits

Item 1 - The following sentence is added to the first paragraph:

The Board also agrees to provide an employee only Dental Health Plan at a cost to the College of not less than One Hundred and Ten Dollars (\$110.00) nor more than One Hundred and Twenty Five (\$125.00) dollars per employee per annum.

Item 2 - "or personal leave" shall be deleted from the first sentence.

Article XXII Vacations

Item 3 has been modified as follows:

Item 3 - Employees with one or more full years of active employment as of July 1st shall receive the following vacation entitlement.

1 Year	13 Days
2 Years	14 Days
3 Years	15 Days
4 Years	16 Days
5 Years	18 Days
6 Years	19 Days
7 Years	20 Days
8 Years	21 Days
9 Years	22 Days
10 Years	23 Days

Article XXVIII - Leaves of Absence

Item 1 - Sick Days

During the first contract year (full or partial) of employment, each employee shall be allowed one (1) sick day per month for each month of active employment during said year. Any employee on the job on or before the 15th of the month, shall be allowed one (1) sick day for said month. At the beginning of each contract year (July 1 through June 30) after the completion of the aforesaid first contract year (full or partial), each employee shall be allowed fifteen (15) additional sick days for a full year of active employment; for less than a full year (i.e. employee on leave) the sick day allowance shall be prorated in accordance with the number of months of active employment. All sick leave shall be calculated on a bank arrangement, i.e., an employee starts work on August 12, said employee shall have eleven (11) sick days during the period through June 30. Should this employee become ill for six (6) days in September, since said employee would have earned only two (2) sick days, the employee would owe the bank four (4) sick days. Should said employee terminate employment with the College prior to earning sufficient time to cover the advance from the bank, said employee would be financially penalized for the number of days outstanding. Unused sick leave is accumulated from year to year; maximum fifteen (15) days each year. Sick leave may be used for the employee's illness or a sick dependent. Any employee may be asked to produce a doctor's certificate if absent for more than three (3) consecutive working days. The College shall advise each employee, in writing as to the amount of accumulated sick leave time on or before June 30th of each year.

An employee shall be allowed a maximum of two (2) days which shall not be charged against sick leave provided the employee meets one-half ($\frac{1}{2}$) of his obligation on said days.

The first sentence of the third paragraph of Item 1 is modified as follows:

Upon termination, except for cause, after an employee's sixtieth (60th) birthday and five years of continuous service or after fifteen (15) years of continuous service the employee shall be paid for one-half ($\frac{1}{2}$) of his unused accumulated sick days at a daily rate based upon the employee's salary at the time of termination up to a maximum payment of \$12,000.00.

Item 2 - Bereavement Days

The following sentence is added to the second paragraph: Other family member is defined as Aunts, Uncles, First Cousins and Nieces/Nephews of the employee and spouse plus Grandparents of the spouse.

Article XXVIII - Leaves of Absence

Item 8 - Personal Leave

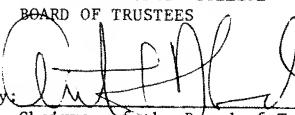
Item 8 has been deleted.

Any reference to the title of Administrator of Personnel Relations shall be changed to Executive Assistant to the President - Personnel Services or his designee.

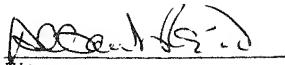
If the new and modified language of the Addendum is in conflict with the wording of the original agreement it is understood that the Addendum supercedes the original agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their respective hands and seals this Thirteenth day of August, 1980.

BERGEN COMMUNITY COLLEGE
BOARD OF TRUSTEES

By: 
Chairman of the Board of Trustees

BERGEN COMMUNITY COLLEGE
SUPPORTIVE STAFF ASSOCIATION


Witness

By: 
President, Bergen Community College
Supportive Staff Association

APPENDIX A 1 - SALARY GUIDE - (35) HOUR EMPLOYEES

	S A L A R Y	R A N G E
	July 1980	- June 1981
<u>Secretarial/Clerical Classifications</u>		
Administrative Secretary	9,800	14,700
Executive Secretary	8,850	13,250
Office Assistant	6,900	10,300
Office Clerk	6,150	9,250
Secretary	7,300	10,900
Senior Office Assistant	7,650	11,450
Senior Office Clerk	6,900	10,300
Senior Secretary	8,000	12,000
<u>Data Processing Classifications</u>		
Data Entry Control Clerk	8,550	12,800
Jr. Data Entry Operator	6,150	9,250
Jr. Data Entry Operator II	6,600	10,000
Data Entry Operator	7,250	10,500
Data Entry Operator II	7,300	10,900
Junior Programmer	10,150	15,225
Programmer	12,350	18,505
Sr. Data Entry Operator	7,650	11,450
Sr. Data Entry Operator II	3,000	12,000
<u>Financial Classifications</u>		
Bookkeeper	7,800	11,600
Accounting Assistant	9,050	13,550
Head Bookkeeper	8,250	12,400
Payroll Assistant	7,900	11,850
Payroll Supervisor	9,800	14,700
<u>Miscellaneous Classifications</u>		
Buyer	10,150	15,250
Department Coordinator	8,850	13,250
Inventory Control Clerk	8,550	12,800
Mail Room Supervisor	9,450	14,200
Mail/Stock Clerk	7,000	10,500
Offset Pressman	7,850	11,750
Senior Offset Pressman	8,550	12,300
Senior Word Processing Operator	8,550	12,800
Stock Room Supervisor	8,000	12,000
Switchboard Operator	6,900	10,300
Word Processing Operator	7,850	11,750

APPENDIX A 1 - SALARY GUIDE - (40) HOUR EMPLOYEES

S A L A R Y R A N G E
July 1980 - June 1981

Security Classifications

Security Clerk	7,850	11,750
Security Officer	7,850	11,750
Security Sergeant	9,250	13,850

Buildings & Grounds Classifications

Custodian	7,850	11,750
Electrician	11,650	17,450
Groundsman	7,850	11,750
Head Groundskeeper	11,650	17,450
HVAC Mechanic A	11,650	17,450
HVAC Mechanic B	10,350	15,550
HVAC Mechanic C	9,100	13,650
Maintenance Repairman	9,100	13,650
*Master Plumber	11,650	17,450
Working Foreman (Custodian)	9,250	13,850
Working Foreman (Maintenance)	11,650	17,450

Data Processing Classifications

Computer Operator I	8,000	12,000
Computer Operator II	8,350	12,500
Senior Computer Operator I	9,050	13,550
Senior Computer Operator II	9,400	14,050

Leadmen and Back Hoe Operator to receive a differential of \$.75/hr. when serving in those capacities.

*Master Plumber to receive differential of \$800/yr. as permanent leadman.

